

**PLEASE ALSO COMPLETE THE INFORMATION ON THE REVERSE SIDE OF THIS FORM.**

**PLEASE COMPLETE THIS FORM BY FEBRUARY 27, 2023, AND RETURN TO:  
CITY OF JANESVILLE ASSESSOR'S OFFICE, PO BOX 5005, JANESVILLE, WI 53547-5005**

**GENERAL INSTRUCTIONS:**

1. This information is **CONFIDENTIAL** and not available for public inspection Per Wisconsin Statute 70.47(7)(af) and Janesville Ordinance 2.58.060 C.10
2. Complete both sides of this form. Copy and submit multiple forms if more space is needed.
3. In lieu of completing this form, you may provide in another format provided that includes all the information requested by this form.
4. List expenses incurred in the most appropriate category below.
5. Prorate expenses that you may have incurred that cover multiple years. Example: leasing costs, insurance, security, etc.
6. Do not include depreciation allowance, mortgage payments or property taxes.
7. Failure to provide this information may prohibit a property owner from appearing before the Board of Review per Wisconsin Statute 70.47(7)(af).

**FORM: GENERAL  
COMMERCIAL**

**9. Provide data for CALENDAR YEAR 2022.**

CATEGORY	ITEM	2022 EXPENSES \$,\$,\$\$
ADMINISTRATIVE	MANAGEMENT (OWNERSHIP) FEES	\$
	WAGES/BENEFITS/HOUSING ALLOWANCE	\$
	OFFICE SUPPLIES/EQUIPMENT	\$
	MARKETING/ADVERTISING	\$
	LEASING COSTS IF SEPARATE FROM ABOVE ITEMS	\$
	ACCOUNTING & LEGAL IF SEPARATE FROM ABOVE ITEMS	\$
	INSURANCE	\$
	EVICCTIONS	\$
UTILITIES	GAS/ELECTRIC COMMON AREAS	\$
	GAS/ELECTRIC RENTAL UNITS	\$
	SEWER/WATER	\$
	CABLE/INTERNET	\$
OPERATIONS / MAINTENANCE / SERVICES	TRASH/RECYCLING	\$
	JANITORIAL/CLEANING	\$
	LANDSCAPING/LAWN CARE	\$
	SNOW REMOVAL	\$
	PEST CONTROL	\$
	NORMAL REPAIRS AND MAINTENANCE	\$
	SECURITY	\$
	ELEVATOR	\$
	POOL	\$
	OTHER (LIST)	\$
	OTHER (LIST)	\$
	OTHER (LIST)	\$
ANNUAL ALLOCATION OF RESERVES FOR REPLACEMENTS	ROOFING	\$
	SIDING	\$
	WINDOWS/DOORS	\$
	HVAC/PLUMBING/ELECTRICAL/LIGHTING	\$
	PARKING LOT(S)	\$
	UNIT RENOVATIONS	\$
	OTHER (LIST)	\$
	OTHER (LIST)	\$
	<b>TOTAL PROPERTY EXPENSES FOR THE YEAR</b>	

Compared to prior two years, are above expenses generally (circle one): CONSISTENT / MORE THAN 15% HIGHER / MORE THAN 15% LOWER ?

If expenses were 15% higher or lower than the prior two years experience, why?

Briefly describe any major construction, remodeling or renovation completed in the past 5 years and the total project cost:

Briefly describe leasehold improvements / cost that were made by landlord and billed back to tenant as part of rent paid.

PREPARED BY (PRINT) \_\_\_\_\_ DATE \_\_\_\_\_ PHONE \_\_\_\_\_